

BPS 8
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10 July 1970

MEMORANDUM FOR: All Members of the Logistics Career Service

SUBJECT : Establishment of Logistics Career Service Panels

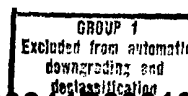
1. Given the fact that people are our most important product, it is imperative that we, of the Office of Logistics (OL), do all we can to structure a career service that will provide for the most meaningful development of our personnel.

2. "Career service," by its very definition, means that there must be a group of employees who "have a career," are aware of what that career is or should be, and have a point of reference to whom they can relate to find out whether or not their career development is progressing.

3. In a service such as ours which includes almost [REDACTED] Agency employees, 25X9 it is obvious that the planning and development of "careers" for individual employees present a task of some magnitude. This is not to say that the task cannot be accomplished, but it does mean that it requires the commitment of management, extensive study, the cooperation of supervisors and subordinates alike, and the dedication of all of you who are OL Careerists.

4. To make this task more manageable, we have decided to create a series of Logistics Career Service Panels, each of which will be responsible for recommending assignments to a specific group of positions for which our Career Service must provide personnel and also for making recommendations for the advancement and career development of personnel in grades GS-09 through GS-13 whose primary skills relate to the area of responsibility, i.e. positions, with which that particular panel is charged. For example, historically the Real Estate and Construction Division in the Office of Logistics has been responsible for engineering, real property, maintenance, and architectural services on a worldwide basis. However, many of the people with these skills were assigned on a long-term basis to other elements, such as the Logistics Services Division in OL, which also have a charter to provide these same services in specific areas. As a result the rotations, promotions, and other career-related matters affecting technical personnel often became the "responsibility" of conflicting elements. It is, in part, to correct this kind of deficiency which has led us to the new panel concept which we propose to implement.

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5. Relating this new concept to the example just cited with regard to some of our technical personnel, there will be created a Panel chaired by [REDACTED] Deputy Chief, Real Estate and Construction Division, OL, with members to include [REDACTED]. This Panel will be responsible for providing staffing, technical guidance, and assistance with respect to all real estate, maintenance, construction, engineering and architectural positions in both the United States and overseas for which the Office of Logistics has career cognizance; it will also be responsible for recommending to the Logistics Career Service Board the assignment, rotation, promotion, and career development programs for all OL Careerists in grades GS-09 through GS-13 whose primary skills lie in any one of these noted work areas.

6. The panels to be created, their compositions and areas of responsibilities, are listed in the attachment. In this regard, particular note should be made of the Administrative Panel concerned with secretarial and clerical personnel, the specialist subpanels created to consider personnel below the grade of GS-09, and the Executive Panel concerned with senior personnel, regardless of specialty, in grades GS-14 and above, as well as those OL Careerists, of any grade, who qualify as Logistics "Generalists." In this latter regard it should also be noted that the designation of "Generalist" will normally be reserved for Logistics Careerists who have served both in OL and in Operating Components of the Agency, and whose experience includes overseas as well as domestic service and a mix of staff and operational assignments.

7. In creating these panels, we have attempted to do several things. First, to bring together, for purposes of career management, people with like skills so that, for example, a procurement assistant does not have to "do battle" against the entire Logistics Career Service to merit advancement. Under this new concept he will, within certain limits, be competing only with employees with similar skills engaged in similar tasks. Second, to establish a sufficient number of panels so that each panel will have a manageable area of responsibility and will be able to devote the necessary time to the "career management" of that segment of our total Logistics Career Service for which it is responsible. Third, incorporate in the composition of these panels a mix of personnel which should provide the "balance" necessary to provide the Logistics Career Service Board with considered and responsible judgments and recommendations. Additionally, we have assigned to these panels, in an appropriate capacity as recorder, observer, or advisor, selected junior officers. This is being done deliberately to give younger officers an early opportunity to observe Office management practices and, to the degree possible, have some participation.

8. To the above there is one point to be added, and that is a brief word of explanation as to what is meant by the "primary skill" of our Careerists. As some of you know, in May of 1969 our Personnel and Training Staff began the process of

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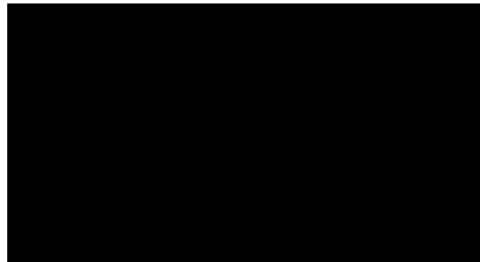
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identifying all Logistics Careerists--as well as all OL positions--by areas of responsibility. As of this date this has been accomplished with respect to "positions" and, to a great extent, the task of identification has been completed with regard to personnel. In the latter case, two things remain to be done: first, a final review of personnel files to permit the Director of Logistics' approval of those "career specialties" which have been tentatively identified for each employee; and second, a determination by the Director of Logistics of those of our Careerists who qualify for the designation as Logistics Generalists. When these two things have been accomplished, each of you will be notified, through the Personnel and Training Staff, of the "primary specialty" for which you have been judged the most qualified, and of the panel which will be responsible, as long as you hold that primary specialty, for recommending to the Logistics Career Board actions designed to enhance and develop your career in the Office of Logistics.

9. I would like also to make the point that nothing in this memorandum nor in the procedures for panel operation which will be established shall in any way change the existing responsibility and right of Division and/or Staff Chiefs to make any recommendations to the Chairman of the Logistics Career Service Board or the Director of Logistics which in their opinion are in the best interest of the personnel under their jurisdiction and the Logistics Career Service.

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